



FACILITIES COMMITTEE

Minutes of the meeting held on Wednesday 17th July 2013 at 8pm in the Committee Room at The Old School House, Main Road, Danbury

Present: Cllrs A. Allen, S. Berlyn (ex officio) (part), Cllr Mrs Chapman, Mrs Jacobs (Chairman), B. Kennewell, B Scaife, M Telling, M. Wood (ex officio)

In Attendance: Cllr D Harvey (part)
Mrs M Saunders, Clerk
Mrs M Dyer, Assistant Clerk, Facilities
Mr J Jarman, Wicksteed
Mr I Hubbard

17 Apologies for absence

Apologies were received and accepted from Cllr Mrs Court

18 Declarations of Interest

All Members were reminded that they must disclose any pecuniary or non-pecuniary interests they know they may have in items of business on the meeting's agenda and that they must do so at this point, or as soon as they become aware of the interest. They were reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a pecuniary one. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting if they have not previously notified the Monitoring Officer about it. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the DCA.

None were declared at this point.

19 Play Areas

19.1 Zoning

Mr Jerry Jarman from Wicksteed gave a presentation outlining the play values and age ranges for the three pieces of proposed equipment and the construction and benefits of 'Eco tumble' - the proposed new flooring for the site, plus answered Members questions; Mr Jarman to supply product specification for all three pieces and a video relating to the solar spinner for forwarding to Members and to clarify extent of Eco Tumble under existing equipment in relation to the quotes supplied. Members were advised that information will be forwarded advising sites where the proposed equipment and Eco Tumble can be viewed in situ, that grants are being applied for and that Wicksteed have arranged for The Funding Doctors to assist in grant applications.

RESOLVED: that Mr Jarman will supply detailed product specification/video and advise site location where these products/Eco Tumble have already been installed, plus clarification re extent of Eco Tumble relating to existing equipment.

Mr Jarman then left the meeting.

19.2 Springer Dog

Members had been advised that this had been taken out of service, awaiting new 'spring'.

RESOLVED: that the information was noted by Members.

19.3 Annual Play Equipment Inspection

Members had been advised that this was scheduled to be undertaken this month (July 2013).

RESOLVED: that the information was noted by Members.

20 Public Question Time (Limited to 15 minutes)

There were no questions from Members of the Public.

Mr Hubbard had attended as a prospective Councillor.

21 Minutes of the Facilities Committee held on 15th May 2013

RESOLVED: that the minutes of the Meeting held on 15th May 2013 be approved and duly signed as a correct record

22 Election of Vice Chairman for 2013/14

Cllr Mrs Jacobs proposed Cllr Kennewell; this was seconded by Cllr Allen. There were no further nominations and Cllr Kennewell was elected unanimously.

RESOLVED: that Cllr Kennewell be elected as Vice Chairman of the Committee for the municipal year 2013/14.

23 Danbury Parish Council owned Premises

Members had been advised that the Groundsman continued to inspect the site. At the meeting Members were advised that the quarterly inspection had been undertaken on 16th July 2013 and copies were distributed to Members, who considered the contents at the meeting.

RESOLVED: that the information was noted by Members.

23.1 Robins Nest

Members had been supplied with quotes for external paintwork and minor repairs as required. Cllr Berlyn proposed that Maldon Building Services be appointed to carry out the works at a cost of £414, this was seconded by Cllr Allen. All Members were in agreement.

RESOLVED: that Maldon Building Services be appointed to carry out minor repairs and decorating works to Robins Nest at a cost of £414.00

23.2 Tennis Club

23.2.1 Extension to Lease

Members had been advised that costs had been clarified to the Tennis Club, which had now advised that it does wish to extend its lease to 25 years (i.e. to 2038) with 5 year break clauses, and would cover legal costs for both sides; Clerk is now in discussion with the Solicitor re new lease. At the meeting the Clerk advised that delay at present is due to the requirement for the Tennis Club to register the property with Land Registry as the new lease will be over 7 years, before the Solicitor can proceed with the paperwork.

RESOLVED: that the information was noted by Members.

23.2.2 Signage

Members had been reminded that the Tennis Club had been advised that approval for their new club sign would have to go to CCC for approval as the building is in the Conservation Area. At the meeting Members were advised that the TC had now advised that this is not being pursued at the moment.

RESOLVED: that the information was noted by Members.

23.2.3 New Tennis Courts

Members had been advised that there was nothing to report and reminded that Mr Wood had advised at the meeting of 13th March that extension plans were "*not for the near future, but forward planning*". This item will then be taken off the agenda for the time being.

RESOLVED: that the information was noted by Members.

23.2.4 Leak at Tennis Club

Members had been advised that work has been completed.

RESOLVED: that the information was noted by Members.

23.3 Bowling Club

23.3.1 Lease

Members had been reminded that the current lease expires on 31st March 2014 and that the BC is happy with the existing lease and the only change would need to be to the fee.

RESOLVED: that the information was noted by Members.

23.3.2 Green's Contract

Members had been reminded that the current contract expires on 31st March 2014 and that as the BC does not wish to take on this, PC Office will now get three quotes for new contract; next meeting scheduled with BC for 10th September 2013 to discuss.

RESOLVED: that the information was noted by Members.

23.3.3 Fence panels

Members had been advised that the current panels had been re-stained this year, but would need replacing next year.

RESOLVED: that the information was noted by Members.

23.4 Cricket Club

Members had been reminded the new season had commenced on 4th May 2013 and that PC was still waiting to hear from Cricket Club Committee re contribution towards roller hire costs; unfortunately two more games had been cancelled by opponents, but the Club was looking to arrange friendlies. Members were advised that a second team is interested in using the wicket for home games next year.

RESOLVED: that the information was noted by Members.

23.5 The Old Pavilion

23.5.1 Trial

Members were reminded that the trial had started in April with weekly child birthing Classes and that new bookings for June and July included band practice sessions, and a regular weekly health foundation sessions; the Patient Involvement Group is holding their AGM in The Old Pavilion and an event has been booked for September. At the meeting the Clerk updated Members re the legal situation/investigation by NALC into the Deed of Gift relating to this building and also put forward for

consideration some alternative uses for the building suggested by a Member and the Clerk. These were briefly discussed, but no action to be taken pending results of trial period and legal investigations.

RESOLVED: that the information was noted by Members.

23.5.2 Entrance

Members had been supplied with quotes to move entrance to side of building. Requirement for Planning/Conservation Approval still to be verified. Cllr Berlyn proposed that subject to Planning/Conservation approval and clarification re time required to carry out the works, re-use of locks and size of path, Maldon Building Services be appointed to carry out these works at a cost of £4,197.00. This was seconded by Cllr Telling. All Members agreed.

RESOLVED: that subject to Planning/Conservation approval and clarification re time required to carry out the works, re-use of locks and size of path, Maldon Building Services be appointed to carry out these works at a cost of £4,197.00.

23.6 Sports Centre

23.6.1 Surveys

Members had been reminded that a review of survey jobs had been undertaken with Sports Centre Manager on 7th March 2013.

RESOLVED: that the information was noted by Members.

23.6.2 Leak under stairs (part of item 26 on survey)

Members had been advised that mesh panels had now installed in relation to the relocated stairs to new lobby roof and snooker hall roof to deter access to the two roofs and that it is recommended that anti vandal paint is installed to the edge of the snooker club roof as an additional measure; quote had been supplied to Members for paint and the signs required. Cllr Telling proposed that Maldon Building Services be appointed to install anti-vandal paint and the required signage to the edge of the snooker roof at a cost of £161.25. This was seconded by Cllr Wood. All Members were in agreement. Members had also been supplied with a quote to decorate relocated stairs, but this was not discussed and will be brought back to the September meeting. Members were advised that a further quote is awaited for additional panels to go on sides of step railings to further deter access onto the two roofs.

RESOLVED that: i) the information was noted by Members

- ii) Maldon Building Services be appointed to install anti-vandal paint and signage to the snooker hall roof at a cost of £161.25
- iii) Quote re decoration of fire exit staircase be brought to the September meeting
- iv) Quote be obtained for additional mesh fencing for sides of fire exit staircase

23.6.3 Snooker Hall – External Works

Members had been supplied with a quote for external decoration works (painted finish). It was agreed that a further quote is required for painting and that costs/Conservation Approval for cladding the building are researched.

RESOLVED that: i) a further quote be obtained for external decoration works to the Snooker Hall

- ii) cladding costs/conservation approval be researched.

23.6.3 Sports Hall Roof

Members had been advised that repairs, required due to a leak, had been undertaken w/c 8th July 2013 and that the Clerk had authorised the works to the roof including 5 additional new roof tiles at a cost of £847.00 ex VAT under emergency powers to be taken from the Buildings Budget.

RESOLVED: that the information was noted by Members.

23.6.5 Fire escape staircase for Snooker Hall

Members had been advised that this is wooden and now needs replacing; it is proposed to replace the current wooden with a metal staircase which will have a much longer life, one quote received, further awaited.

RESOLVED: that the information was noted by Members.

23.7 Dawson Memorial Fields.

23.7.1 Play in the Park

Members had been reminded that a booking had been made with CCC for two sessions in the school summer holidays for Thursday 1st August 10am to 12noon and Thursday 22nd August 1.30pm to 3.30pm plus Reptile Handling at the 22nd August session.

RESOLVED: that the information was noted by Members.

23.7.2 Ramp at rear of Sports Centre/Paving to Sports Centre

Members had been supplied with a copy of the revised plan for the ramp. At the meeting Members were advised that as there was further cracking/lifting of paving slabs leading to the Sports Centre as noted in the External Premises Inspection Report (minute No.23 applies) that a contractor had been asked to inspect and to quote as deemed necessary to re-lay the paving slabs or replace with tarmac/concrete as appropriate, as whilst the 'Ramp Project' does in fact include the paved area leading to the Sports Centre, this is a priority section of the project. Members viewed the plan and discussed; concern was expressed that due to the nature of the area involved that part of the ramp will be elevated. Whilst the plans show details of the elevated section, Members agreed that in order to fully understand the extent/height of the elevated section and how this would work re handrails etc., that a 3D version would be required – costs to be obtained. As Members appreciated that the paved area at the front of the Sports Centre together with the steps leading from the side of building to the basketball court were the priority sections within this project, it was agreed that a specification be obtained from the Architect to enable an initial quote to be obtained for the steps for consideration with a quote for the paved area in the front of the Sports Centre, at the September meeting. Installation of a lift within the Sports Centre building was also discussed as an alternative to the ramp; initial thoughts were that this was too costly, but Assistant Clerk offered to obtain a ballpark figure.

RESOLVED that:

- i) Costs be obtained for a 3D version of the latest set of 'ramp' plans
- ii) Specification for steps be obtained and then quotes for the steps and works to the paved area to the front of the Sports centre be obtained
- iii) A ballpark figure be obtained for a lift to all levels in the Sports Centre

23.7.3 Dog Training

Members had ben advised that currently the Trainer is running 7 sessions over 3 days. Members had been supplied with copy e-mail from the Trainer re future plans

requesting a 'permanent/dedicated' solid fence area for the training sessions. Whilst the Members appreciated that the Trainer was providing an excellent service to Danbury residents and was sympathetic to having to set up the training arena/fencing for each session, it was unable to agree to an area of Dawson Memorial Field being permanently allocated to this activity.

RESOLVED: that an area of Dawson Memorial Field cannot be fenced off for Dog Training.

23.7.4 Essex Playing Fields 'Best kept Playing Fields Competition 2013'

Members had been reminded that an entry had been submitted.

RESOLVED: that the information was noted by Members.

23.7.5 Height Barriers

Members had been reminded that both had been hit and damaged and that the Main Road car park barrier had now been repaired. At the meeting Members were advised that the Mayes Lane barrier had been repaired on 17th July 2013; quotes being obtained for new warning signs re barriers.

RESOLVED: that the information was noted by Members.

23.7.6 Danbury Mission Junior Football 2013/14 Season

Members were reminded that at the last Facilities Committee meeting, Members had agreed a revised usage fee as only 2 pitches required and advised that now only one pitch (No.2) was required. Members were advised that: for use of 3 pitches proposed fee had been £333, for 2 pitches revised fee agreed at last meeting had been £275; fees for 2013/14 season reference children/youth games agreed at £13.50 plus VAT for mini soccer (on pitch 4), £20 plus VAT for 9 a side (on pitch 2) and £26.50 plus VAT for a football match for under 16s (on pitch 1 or 3). Members considered and then Cllr Allen proposed a fee of £250 for the use of Pitch 2 from 9am to 12 noon during the season 2013/14. Cllr Mrs Chapman seconded the proposal. Four Members voted for the proposal, 2 Members voted against and two Members abstained.

RESOLVED: that for Danbury Mission Junior Football the fee of the use of Pitch 2 from 9am to 12 noon for the season 2013/14 be £250.

23.7.7 Memorial Bench

Members had been advised that Orders had been placed for 2 benches and advised at the meeting that they had been delivered on 16th July 2013; installation to be organised.

RESOLVED: that the information was noted by Members.

23.7.8 Car Parking (Both Car Parks)

Members had been supplied with a design for safety lines and costs and advised that the Contractor has offered a free trial of rumble strips. Following discussion/consideration of the design and costs, Cllr Mrs Chapman proposed that A1 Landscaping & Markings Limited be appointed to carry out the following:
Main Road Car Park: yellow hatching, new parking bay, middle road lines at a total cost of £293 ex VAT, taking up the offer of a free trial of 400mm x 4m rumble strips.
Mayes Lane Car Park: yellow hatching and hatching with blacking out at a total cost of £392 ex VAT. Cllr Wood seconded the proposal. All Members were in agreement.

RESOLVED: that A1 Landscaping & Markings Limited be appointed to carry out the following: Main Road Car Park: yellow hatching, new parking bay, middle road lines at a total cost of £293 ex VAT, taking up the offer of a free trial of 400mm x 4m

rumble strips. Mayes Lane Car Park: yellow hatching and hatching with blacking out at a total cost of £392 ex VAT.

At this point Cllr Harvey gave his apologies and left the meeting for another engagement.

23.7.9 Football Pitches

Members had been advised that an order had been placed for fertiliser programme and that work would be carried out when weather conditions were suitable (needs to be dry when applied, followed by rain); 2013/14 Football season will commence on Saturday 31st August.

RESOLVED: that the information was noted by Members.

23.7.10 Basketball Court

Members had been supplied with quotes to reinstate the lines. Cllr Mrs Chapman proposed that A1 Landscaping & Markings Limited be appointed to reinstate the basketball court lines and install netball court lines at a cost of £485 ex VAT.

Cllr Berlyn seconded the proposal. All Members agreed.

RESOLVED: that A1 Landscaping & Markings Limited be appointed to reinstate the basketball court lines and install netball court lines at a cost of £485 ex VAT.

23.8 Parish Council Land

23.8.1 Eves Corner

Members had been advised that a meeting with TCV re pond would be taking place on Wednesday 17th July (morning). At the Committee meeting, a short report was given re the morning meeting and Members were advised that one day's work was required in October 2013 to clear surface plants, shaping etc. and that the TCV fee would be £180. Date to be agreed.

RESOLVED: that the information was noted by Members.

23.8.2 Runsell Green

Members had been advised that a meeting with TCV re pond would be taking place on Wednesday 17th July (morning). At the Committee meeting, a short report was given re the morning meeting and Members were advised that one day's work was required between November and February to take back hedge and goat willow and that the TCV fee would be £180. Date to be agreed.

RESOLVED: that the information was noted by Members.

At this point Cllr Berlyn gave his apologies and left the meeting for another engagement.

23.8.3 Allotments

Members had been advised that the one vacant plot had now been taken, that the coded padlock had been purchased, and as all allotment holders had now advised receipt of code, the padlock had been installed on 16th July 2013; that the gate will be installed by allotment holder No.8 to deter animals (predominately muntjac deer) in the next few weeks. Members had been advised that the size of shed proposed by allotment holder No.9 is 6ft x 4ft - this is to replace low level 'shed' which is no longer fit for purpose (NB there are 12 allotment plots and only 8 sheds – one building subdivided). Members had been reminded of the terms in the allotment agreement relating to buildings on the site. Following discussion Cllr Telling proposed that the allotment holder on plot 9 may only erect a new low level 'shed', this was seconded by Cllr Scaife, six Members voted for the proposal, one Member abstained.

RESOLVED: that the allotment holder on plot 9 may only erect a new low level 'shed'

24 Trees

24.1 Tree Survey

Members had been advised that works from the Autumn 2012 survey had all been completed.

RESOLVED: that the information was noted by Members.

25 Danbury Times

Members were advised that delivery of the Summer edition would be made to Robins Nest on Friday 19th July 2013 at 10.30am.

RESOLVED: that the information was noted by Members.

26 ECC Winter Salt Bag Scheme

Members had been supplied with details of the 2013/14 scheme. Cllr Scaife proposed that Danbury Parish Council participate, Cllr Allen seconded the proposal. All Members agreed. It was agreed to canvas for a volunteer for this project at the full Parish Council meeting on 31st July 2013.

RESOLVED that: i) DPC participate in the 2103/14 ECC Winter Salt Bag Scheme
ii) Discussion re a volunteer for this project be included on the agenda for the PC meeting on 31st July 2013.

27 Legionella Checks

Members had been advised that there is a Legionnaires Disease Consultation out at the moment which closes on 23rd August 2013, and had been supplied with details of links to the consultation document. Members had been advised that the Information requested by Members at the May meeting had been obtained, but not supplied to Members, held pending results of this consultation/changes that may be made to current Health & Safety Approved Code of Practice L8.

RESOLVED: that the information was noted by Members.

28 Village Hall Notice Boards at Eves Corner

Members had been advised that remedial work was being carried out to walls and the new notice boards had been ordered by VHMC. At the meeting Members were advised that remedial works had been completed and the new boards installed - one door was damaged, but that a replacement was in hand.

RESOLVED: that the information was noted by Members.

29 Matters to Report

Assistant Clerk advised Members that in regards to the waste bin outside the shops at Eves corner (opposite the pond) brought to the attention of the Members at the Full PC meeting in May, that CCC had advised that this is a 'private' bin and is therefore not on the CCC schedule for emptying. Assistant Clerk is writing to the originator of the query.

RESOLVED: that the information was noted by Members.

30 Dates of Meetings in 2013

Wednesday 11th September, Tuesday 5th November & Wednesday 13th November.

31 Exclusion of Press and Public

In accordance with S.1 of the Public Bodies (Admissions to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion

of the Committee advisable that the Public and Press be excluded and they were instructed to withdraw.

Mr Hubbard left the meeting.

32 DCA

Members had been advised that installation of solar panels was scheduled to commence on 17th July 2013.

RESOLVED: that the information was noted by Members.

There being no further business the meeting was closed at 10.12pm

Cllr Mrs Jacobs
Chairman

Signed Date